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Responsibilities of the Chairperson
The Chairperson shall preside at all meetings of the Board and be responsible for calling and scheduling conferences and special meetings of the Board. These Conferences may be suggested by other Board members through the office of the Chairperson. Prior to the scheduling of conferences and special meetings, the Chairperson will contact each Board office to insure the other members' awareness as well as their concurrences as to time and place.

The Chairperson will be recognized as the focal point of County government. The Supervisor serving as Chairperson has ample opportunity during public meetings to relate personal positions on issues discussed and decided by the Board. While representing the Board of Supervisors on major issues, the Chairperson shall seek out and obtain, prior to publishing any statement or participating in any meetings representing the County, Board concurrence after determining the position of the majority of the members through appropriate means.

The Chairperson shall communicate by message to the Board of Supervisors a statement of the conditions and affairs of the County, and make recommendations on such matters as deemed expedient and proper, at a date, time and place at the discretion of the Chairperson giving the statement.

Responsibilities of the Vice Chairperson
The Vice Chairperson shall assume the responsibilities of the Chairperson during absence. The Vice Chairperson will act as Office Manager in the Board offices.

Sunset Date
This policy will be reviewed for continuance by 12-31-18.

Board Action
7-31-73 (145)
4-29-75 (73)
1-5-77 (5)
10-30-84 (84)
3-24-87 (17)
12-12-89 (49)
6-5-90 (43)
10-23-90 (45)
05-11-04 (04)
12-09-08 (33)
11-08-11 (24)

CAO Reference
1.Clerk of the Board of Supervisors